

CREST Site Visit Guided Interview (draft 11/04)

1. Project Data

This information summarizes the details of the grant's administration according to NSF system data.

- ☐ Award Number
- ☐ Lead Institution
- ☐ Other Institutions and Collaborators
- ☐ Principal Investigator(s)
- ☐ Co-Principal Investigator(s)
- ☐ Cognizant program officer
- ☐ Cognizant grant officer
- ☐ Project Start Date
- ☐ Project End Date
- ☐ Date(s) of previous site visits (if any)
- ☐ Date(s) of previous reverse site visits (if any)
- ☐ Date(s) of no-cost extensions (if any)

2. Background Documentation

This information summarizes the background information provided to the site visitors in advance of their arrival. Check all applicable items. Information presented for inspection by project personnel should also be noted by the visitors.

- ☐ Grant Proposal Guide
- ☐ Program solicitation
- ☐ Original proposal
- ☐ Proposal amendments
- ☐ Cooperative Agreement
- ☐ Hardcopy jacket
- ☐ Diary notes/correspondence (specify)
- ☐ Annual reports

- ☐ Final reports
- ☐ Other reports, audits, etc. (specify)
- ☐ Comments from previous site visits/COVs
- ☐ Comments from previous reverse site visits
- ☐ Specific concerns identified by NSF program staff or auditors
- ☐ Additional materials provided by project personnel (specify)

3. Site Visitor Data

This information summarizes the persons on the site visit and the administrative details of their trip.

- ☐ Site visit request initiated by (name and title)
- ☐ Date(s) of travel
- ☐ Date(s) of meeting
- ☐ Travel voucher number(s)
- ☐ Accommodation (specify)
- ☐ Rental car (specify)
- ☐ Address (including ZIP) of physical site visit meeting (list all if more than one)
- ☐ Visitor Delegation (name, title, institution, contact phone, mail, e-mail of each visitor)
- ☐ Project Delegates (name, title, institution, contact phone, mail, e-mail of each key project person met.)
- ☐ Final agenda of visit
- ☐ Other notes/circumstances pertaining to this visit

4. Research Activities

Site visitors will expect to be briefed on the project's research activities, including as appropriate: meetings with research staff; presentations about research outcomes; financial records; participant data; and tours of facilities. Also of interest will be lists of —

- ☐ Summaries of research highlights and concerns
- ☐ Projected deviations from the research plan
- ☐ Publications, including full citations
- ☐ Conferences attended, differentiated by local, regional, national and international)

- ❑ Research and industry visitors and their affiliations
- ❑ Patents received or pending from the grant
- ❑ Awards, commendations, and community commitment

5. Education Activities

Site visitors will expect to be briefed on the project's education activities, including as appropriate: meetings with faculty and students; presentations about education outcomes; financial records; participant data; and tours of classrooms or laboratories

- ❑ What is the level and type of interaction between researchers and education faculty?
- ❑ How familiar are students, office staff and technicians with the Center and its goals?
- ❑ How are students involved in the research activities?
- ❑ What is the nature of project outreach to K-12 schools? To community colleges? To industry?
- ❑ Describe the mentoring activities offered
- ❑ Describe the internship opportunities offered
- ❑ Is there a clipping file or bibliography of publicity available for the project
- ❑ Are project student graduates tracked? If so, what is their status?

6. Facilities and Equipment

This category is somewhat subjective and may be difficult to demonstrate for projects with components spread over large geographic areas. Not all facilities may be personally inspected during the site visit, but information should be readily available for inspection.

- ❑ Function, physical address, square footage and primary contact for each research facility and administrative office dedicated for the project's use
- ❑ Lists of major equipment at each facility, differentiated by grant purchase, in-kind donation or other.
- ❑ Copies of state, OSHA, insurance, fire and other certifications and compliances, as applicable

7. Participant Numbers and Demographics

Participant numbers and demographics are data referring to individuals directly involved with the project's activities—nominally staff, faculty and students at all levels but sometimes also parents, corporate partners and state or local government agencies. The key word is directly involved, not projected or potential numbers. These data should be collected for each year of the project and compared to the estimates given in the original proposal and the Cooperative Agreement. As far as is allowable, data on the demographics (gender, ethnicity, disability status, STEM field or major) should also be kept. Demographic data may also be estimated and should not be directly linked to individuals' names or identities.

- ❑ Number of K-12 students
- ❑ Number of K-12 faculty (differentiate full-time or part-time)
- ❑ Number of undergraduate students (differentiate full-time or part-time)
- ❑ Number of undergraduate faculty (differentiate full-time or part-time)
- ❑ Number of graduate students (differentiate full-time or part-time)
- ❑ Number of graduate faculty (differentiate full-time or part-time)
- ❑ Key project staff (differentiate by administration, research, executive functions, including technicians and interns, full-time or part-time)
- ❑ Other industry or community partners, as applicable.

8. Financial Reporting

Up-to-date records of all accounts, especially including summaries of research project expenses and summaries of unobligated funds, should be made available to the site visitors, who may ask for clarification about—

- ❑ Reconciliation of financial accounts
- ❑ Cost-share documentation (if applicable)
- ❑ Documentation of in-kind donations (if applicable)
- ❑ Research project expenses and projected expenses
- ❑ Documentation of receipts submitted and estimates of receipts expected
- ❑ Compliance of expenditures with the Cooperative Agreement or written justification for discrepancies
- ❑ Salaries and job descriptions of key personnel, as related to the proposal and the Cooperative Agreement
- ❑ Summaries of stipends, fringe benefits, or other special payments to individuals
- ❑ Documentation of major equipment purchases

- ❑ Documentation (e-mail, FastLane receipt or other) of requested or declared changes in the project budget, justification, or shortfalls or excesses in expected expenses.

9. SWOT Analysis

Based on the above information, visitors will prepare an analysis of the project's Strengths, Weaknesses, Opportunities, and Threats to continued existence (SWOT). This information will be submitted to the program staff and kept on file with the award jacket.

- ❑ Strengths
- ❑ Weaknesses
- ❑ Opportunities
- ❑ Threats
- ❑ Other notes and observations of the visitors
- ❑ Other concerns expressed by project staff
- ❑ Other concerns expressed by program staff

10. Concerns and Recommendations

Visitors will also make recommendations to the program staff about the function and appearance of the project and its constituent parts. As warranted, the program officer will follow-up these recommendations by discussing them with the project staff. Project staff will be afforded the opportunity to respond to the visitors' comments and recommendations and to propose corrective actions or measures for further improvement.

As with the merit-review process, discussion will include—

- ❑ The strengths of the project's intellectual merits
- ❑ The weaknesses of the project's intellectual merits
- ❑ The strengths of the project's broader impact
- ❑ The weaknesses of the project's broader impact

Of particular interest will be—

- ❑ The project's compliance to the proposed scope of work (or documentation/justification to the contrary)
- ❑ The project's compliance with the Cooperative Agreement (or documentation/justification to the contrary)
- ❑ The project's compliance with the goals of the program, to include the development of world-class research capacity at U.S. minority-serving institutions and the collaboration of research, education and industry

activities to the benefit of minorities in science, technology,
engineering and mathematics